

Welcome to Camp Tawingo Outdoor Centre!

A Camp...a College...a Community...and much more

A successful and memorable excursion to Tawingo involves a great deal of effort and thought. We believe in education outdoors as a natural extension of the classroom and an invaluable medium in which all of the traditional learning outcomes of the regular classroom can be met.

In light of the need for careful preparation and planning, we have prepared this information package for your use. Please read it carefully, and contact us with any questions that may arise. We are committed to making your visit with us as memorable, enjoyable and effective as possible.

In order to ease your preparation we have assembled a series of check lists that may prove helpful. You may copy and distribute any of this material to staff or students. More copies are available at Tawingo if you wish them.

Click on any list to view the Top Ten in each category:

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NUMBER 1

OUR TOP TEN PROMISES ARE:

- 1. A SAFE CAMPING EXPERIENCE FOR ALL**
- 2. A MODEL FOR RESPONSIBLE BEHAVIOUR & SOCIAL GROWTH**
- 3. OPPORTUNITIES TO LINK TO REGULAR CURRICULUM**
- 4. CAPABLE, QUALIFIED LEADERS TO ASSIST YOUR PROGRAM**
- 5. A SENSE OF ADVENTURE IN A NEW SETTING**
- 6. A SENSE OF COMMUNITY AND OF BELONGING**
- 7. A HEALTHY, WHOLESOME ENVIRONMENT**
- 8. OPPORTUNITIES TO DEVELOP LIFELONG SKILLS AND ATTITUDES**
- 9. AN APPRECIATION FOR OUR NATURAL WORLD**
- 10. INSPIRATION FOR PERSONAL GROWTH AND DEVELOPMENT**

NUMBER 2

OUR TOP TEN FACILITY NOTES

1. Access to over 220 acres of Muskoka & Canadian Shield on the shore of beautiful lake Vernon with access to extensive natural resources on adjoining properties.
2. Pop Pearse Lodge with seven separate indoor areas. Laughton Hall with five classroom spaces. SWAMP Lodge, Loon Lodge, Pioneer Junction and open cabin spaces.
3. Warm season accommodation for over 350 people. Cold season accommodation for 200 people. Fully serviced accommodation (H/C water, showers, washrooms, electric heat.)
4. Hearty and delicious meals prepared by our professional food catering company (The Landed Loon) and served, family style in our comfortable dining areas.
5. Experienced full-time staff available to provide leadership in any aspect of your program.
6. Three seasons of tested and successful programs for both day and residential experiences.
7. Full resources to develop new programs to suit your needs.
8. Staff trained in basic First Aid. Transportation and access (24 hour) to full hospital facilities in Huntsville.
9. Most program equipment (canoeing, skiing, etc) provided at no additional cost.
10. Fully flexible facilities for development of innovative and specialized services. (Music Camps, Art Camps, Church Groups & Retreats)

NUMBER 3

OUR TOP TEN EQUIPMENT SUPPLY NOTES

1. Tawingo supplies most equipment needed for the scheduled activities.
2. Group camping equipment, food and supplies are provided by Tawingo for outtrips.
3. Groups may bring any specialized equipment that may supplement or complement your program. All equipment should be identified as belonging to your group.
4. Tawingo can provide A/V equipment: slide projectors, overhead projectors, screens, televisions, VCR's.
5. Craft and basic art supplies are included at no extra cost.
6. Tawingo can supply a bag of recreational sports equipment to your group for use during free time.
7. Groups are responsible for any willful or unreported damage/loss of equipment.
8. Tawingo cannot supply personal skates for use in winter skating activity.
9. We appreciate any donation of equipment, games, costumes or supplies for future consideration and use at Tawingo.
10. Program activity instructors will be issued with equipment and briefings on the use of the equipment.

NUMBER 4

OUR TOP TEN ACCOMMODATION NOTES

1. Cabins are designed for 8-10 individuals.
2. Each cabin has its own washroom, shower and sink.
3. Winterized cabins are heated by electricity.
4. All cabins are supplied with hot and cold running water.
5. Smoke detectors are installed in ALL cabin accommodation.
6. Cabin assignments can be made any time after booking.
7. Staff may choose to be housed in the same cabins with their groups.
8. Separate staff accommodation may be requested.
9. Groups are responsible for damages to and cleanliness of their cabins.
10. Groups are required to supply their own bedding (mattresses provided).

NUMBER 5

OUR TOP TEN FOOD SERVICE NOTES

1. Tawingo supplies three well-balanced meals and a snack every day.
2. There is plenty of variation in the menu with opportunities to select from this variety.
3. Tawingo can supply specific food alternatives based on food allergies and specialized food requirements.
4. Mealtimes are generally set at 8:30 A.M., 12:30 P.M. and 5:30 P.M. Last day lunch times may be adjusted to permit earlier departures.
5. *The Landed Loon Inc.* provides Camp Tawingo's food service throughout the year.
6. While we can make no absolute guarantee, Camp Tawingo Outdoor Centre makes every effort to prevent peanuts and peanut products from entering into food service.
7. Meals are served family-style, with one person bringing food items to and from the table.
8. We request that one staff person from your group to be seated at each of your tables in order to help supervise.
9. Groups are assigned tablesetting duties and may be asked to assist in post mealtime dining hall clean-up.
10. Groups are required to control the arrival and security of food products brought by students and staff. Please exercise extreme caution in bringing bag lunches and snack foods to Camp.

NUMBER 6

OUR TOP TEN POLICY NOTES

A visit to Tawingo ought to be viewed as an extension of the school experience. Traditional expectations of attendance, behaviour and discipline also apply at Tawingo. In addition to these expectations from school or home, there are some specific policies for visiting groups and staff. All Group Co-ordinators are responsible for communicating these expectations to their support staff and the entire group before they come to Tawingo.

1. Visiting Staff are responsible for their group members at all times.
2. Visiting Staff share responsibility for program delivery of daytime activities with Tawingo Staff.
3. Visiting Staff are responsible for supervision during recreational activity times.
4. Use of alcohol or non-prescription drugs by anyone staying at Camp is prohibited. The policy applies to both campers and staff.
5. Tobacco use is restricted to specific areas and times designated by Tawingo Staff.
6. Pets are not permitted at Tawingo with guests (families, campers or staff.)
7. Group members may utilize public telephones located in the Pop Pearse Lodge and in the White House with permission of their supervisors.
8. Groups are not permitted weapons, sharp knives or other dangerous objects at Tawingo. Any items, if brought to Tawingo, must be stored in the main office.
9. Tawingo cannot be responsible for any loss or damage of personal belongings not stored in the main office.
10. Tawingo Staff must be present to supervise waterfront activities and off-site activities.

NUMBER 7

OUR TOP TEN PRE-TRIP PROGRAM ITEMS

1. Obtain Administrative approval from your school and Board.
2. Confirm Dates and Details with Tawingo Phone: (705) 789 5612, Fax: (705) 789 6624, E-Mail: outdoors@tawingo.net by returning a [Booking Contract](#) to Camp
3. Arrange a planning visit to your school by Tawingo staff to show slides, answer questions and plan the program.
4. Collect the required permission and medical forms for your students **and your staff**.
5. Arrange cabin placements. Girls' and Boys' cabins are assigned to coincide with your expected numbers. Arrange your staff and children's cabin groupings in order that sufficient supervision is available where required.
6. Arrange activity groups. These groups spend the better part of their day together. Co-operation amongst the students grouped together provides for an enhanced learning experience. Co-ed activity groups of eight to fifteen students prove most effective.
7. Plan for your staff coverage of certain Tawingo activities. Assignments are made prior to your arrival to facilitate the program flow. Tawingo staff can assist in preparing for this leadership coverage.
8. Complete and return your [Tawingo To Do List](#) of Arrival Information. Food concerns must be presented to our Food Services Director so that appropriate substitutions may be made at meal times.
9. Arrange for transportation to and from Tawingo. Contact Camp, if you would like to use any of our bus and transportation services.
10. Communicate **ALL** Camp policies and procedures to **ALL** members of your group and **ALL** supporting staff.

NUMBER 8

OUR TOP TEN PROGRAM PLANNING STEPS

1. Identify some programming objectives and learning outcomes for your visit. Ask for our package of Curriculum Links at Primary, Junior or Intermediate Levels
2. Select the key programs from the Activity List that reflect your objectives and outcomes.
3. Discuss your program plans with your camp co-ordinator.
4. Determine any large group activities and their timing through your stay.
5. Develop a rotation of activity groups and selected activities through the available daytime program periods.
6. Fill in recreation and cabin times with appropriate program and supervision during the day.
7. Select evening programs for each night of the stay.
8. Confirm leadership of each activity (group staff and/or Tawingo staff).
9. Plan for inclement weather alternates to key activities.
10. Prepare your group and staff for responsibilities and expectations.

NUMBER 9

OUR TOP TEN EXPECTATIONS OF GROUP STAFF

1. Fill out the Tawingo Trip To Do List
2. Check your cabins at the start of your stay
3. Monitor your cabins throughout your stay
4. Prepare for your activity leadership
5. Prepare for Recreation supervision
6. Supervise at Special times
7. Assist with large group activity supervision
8. Consult on announcements & schedule changes
9. Respond to Emergencies
10. Let us know how we're doing

Fill out the [Tawingo Trip To Do List](#)

This sheet provides us with billing information, birthdays at Tawingo, medical concerns, allergies and special arrangements for your group. Fax or mail it to Tawingo before your visit.

Check your cabins at the start of your stay

You are responsible for the cleanliness and damages of your cabins after the first hours in Camp. Check them immediately and report any concerns to a Tawingo staff. Report damages or needs as soon as they arise during your stay.

Monitor your cabins throughout your stay

Please conduct regular cabin inspections. Report any damage, shortages or service concerns as they arise so that we can provide a healthy, comfortable stay. Cabin cleanliness ensures healthy, comfortable stay. Cabin cleanliness ensures healthy cabin living, avoids pests and creates a responsible community.

Prepare for your Activity Leadership

Some day time activities are led by your staff. Please check with us early in your stay for equipment, location and details that relate to conducting these activities. We are prepared to provide additional support and energy to help you make these preparations – simply ask for extra help!

Prepare for Recreation Supervision

Free time activities may be arranged at your discretion. We can provide general sports equipment, directions on hikes or details on large group low-organization games and activities. You need only ask.

Supervise at Special Times

We are counting on someone on your staff to be present at each Table setting, Dining Hall clean-up, any Pre-Breakfast activity, final cabin clean-up, overnight from after snack etc.

Assist with Large Group Supervision

Although our staff often head up the major large group activities (Tour, Survival Game, Extravaganzas, Evening Programs), we are counting on you to be active supporters of the programs with your own enthusiastic participation and diligent attention to your campers' behaviour.

Consult on Announcements & Schedule Changes

Please expect to touch bases with your Camp Co-ordinator at each meal. You can consider the progress of your stay from several points of view: weather, energy levels, new opportunities, etc. We are very flexible but we need your help in making some of these key decisions.

Respond to Emergencies

We are counting on you to be well versed in our emergency systems and to act on behalf of your group and, if necessary, on behalf of any camper's parent. Please keep all medical information handy and be prepared to respond quickly in case of need.

How are we doing?

The most important thing for us is to make your stay a rewarding one. Please let us know about the little things that help and/or the little things that irk. We want to get better – please help us out!

NUMBER 10

OUR TOP TEN EXPECTATIONS OF TAWINGO STAFF

1. Provide your Food Service and Facility Upkeep
2. Prepare all of your Equipment Needs
3. Brief you on your Activities of your choice
4. Supervise Day or Overnight Outings & Waterfront Activity
5. Provide Leadership with the Whole Group
6. Conduct Announcements and Co-ordinate Changes
7. Provide Basic First Aid. Emergency Response
8. Provide Administration Support
9. Help you in any other way we can

Provide your Food Service

Mealtimes are set for 8:30 AM, 12:30 PM and 5:30 PM each day. Your final lunch is usually set for 12:00 PM. Snacks are provided most evenings. Our Food Service Director is available to discuss food related concerns at any time. We provide 24-hour attention to your cabins and other facilities. During regular hours, simply report your concern to any staff member.

Prepare all of your Equipment Needs

Unless indicated otherwise, Camp provides all program supplies and equipment for both recreational and educational sessions. In most cases extra equipment is available for the asking.

Brief you on all of your Activity Leadership Responsibilities

We want you to be completely prepared for the activities that you will lead. We have allowed a window of time for this preparation at the front end of each group's schedule. One or more of our staff are at your disposal.

Lead Daytime Activities of your Choice

Our available staff handle those activities that you choose not to lead. We appreciate and welcome your presence on any of these activities that you can and care to accompany.

Supervise Day/Overnight Outings & Waterfront Activity

We plan to accompany any excursions or activities that are away from the main Tawingo site. Leadership for these

excursions is shared. We supply a waterfront supervisor for the equipment and overall supervision of any and all waterfront activity.

Provide Leadership on Large & Whole Group Activities

We co-ordinate the large group activities as required or desired. We also dovetail programs between groups to eliminate any inconvenience or loss of program time. We appreciate your general supervision and support during these times.

Conduct Announcements and Co-ordinate any Schedule Changes

This, too, is an optional item. Our staff check with group staff at each meal for updates, revisions or special announcements.

Provide Basic First Aid. Emergency Response and Transportation to the Hospital, if necessary

Our staff are prepared to handle normal first aid concerns and to implement a full emergency response system as required. Medical information with the group and a group decision maker must be made available.

Provide Administration Support through our Office

Our office is available as a support facility, providing copy machines, computers, phones, faxes, etc.

Help you in any way we can

Our objective is to make your stay a positive and memorable one. We are prepared to assist that process in whatever way possible. Please let us know what we can do.

EMERGENCY PROCEDURES

SHARE THE INFORMATION WITH EVERY MEMBER OF YOUR GROUP!

FIRE ON THE PROPERTY

- ALL VISITORS MOVE TO THE FLAGPOLE TERRACE AT THE POP PEARSE LODGE
- VISITING STAFF MAINTAIN ORDER AND ACCOUNT FOR ALL MEMBER OF THE GROUP

FIRE IN LAUGHTON HALL

- ALL VISITORS MOVE TO THE FLAGPOLE TERRACE AT THE POP PEARSE LODGE
- VISITING STAFF MAINTAIN ORDER AND ACCOUNT FOR ALL MEMBER OF THE GROUP

FIRE AT MEALTIME

- ALL VISITORS MOVE TO THE FLAGPOLE TERRACE AT THE POP PEARSE LODGE
- VISITING STAFF MAINTAIN ORDER AND ACCOUNT FOR ALL MEMBER OF THE GROUP

WATERFRONT EMERGENCY DRILL

- THE WATER IS CLEARED OF ALL PEOPLE
- ALL VISITORS MOVE TO THE FLAGPOLE TERRACE AT THE POP PEARSE LODGE
- VISITING STAFF MAINTAIN ORDER AND ACCOUNT FOR ALL MEMBER OF THE GROUP
- TAWINGO STAFF & ANY AVAILABLE VISITING STAFF REPORT TO THE WATERFRONT FOR FURTHER INSTRUCTIONS

WATERFRONT EMERGENCY DRILL WHEN YOUR GROUP IS TOGETHER

- KEEP THE GROUPS TOGETHER
- IF IT IS SAFER AND MORE CONVENIENT, STAY WHERE YOU ARE!
- VISITING STAFF MAINTAIN ORDER AND ACCOUNT FOR ALL MEMBERS OF THE GROUP
- SEND TWO PEOPLE TO THE FLAGPOLE TERRACE TO REPORT YOUR GROUP'S WHEREABOUTS TO TAWINGO STAFF

MISSING PERSON

- DO NOT SEARCH FOR A MISSING PERSON ALONE
- REPORT THE NAME OF A MISSING PERSON TO A TAWINGO STAFF MEMBER
- TAWINGO STAFF ORGANIZE A SAFE SEARCH PROCEDURE

FIRST AID

- REPORT THE ACCIDENT OR FIRST AID NEED TO A TAWINGO STAFF MEMBER
- THE MAIN FIRST AID STATION IS IN THE KITCHEN OF THE POP PEARSE LODGE
- AN INCIDENT REPORT IS COMPLETED BY BOTH GROUPS & CAMP STAFF

HELP DURING THE DAY

- REPORT TO YOUR TEACHER OR SUPERVISOR FIRST
- IF YOU ARE UNABLE TO LOCATE A SUPERVISOR, REPORT TO THE WHITE HOUSE
- NEXT, REPORT TO THE KITCHEN OF THE POP PEARSE LODGE

HELP AFTER HOURS

- REPORT TO YOUR TEACHER OR SUPERVISOR FIRST
- IF MORE ASSISTANCE IS REQUIRED, REPORT TO CHAPEL HOUSE
- CHAPEL HOUSE IS MARKED WITH A SIGN NEAR THE JOAN WEST MEMORIAL CHAPEL.
- ENTER THE PORCH AND KNOCK LOUDLY ON THE DOOR SEVERAL TIMES
- JOHN JORGENSON (JORGI) LIVES THERE)

GUIDELINES FOR WATERFRONT USE

The use of the waterfront in Spring and Fall Programming is of primary interest to many visiting groups. In order to provide the very best in the way of safe lake activity, the following guidelines are in place.

1. A Tawingo Waterfront Supervisor must be present for any swimming, boating or shoreline activity at the main waterfront.
2. A Tawingo staff member must be present for any other water-based activity.
3. Anyone using the waterfront must be able to demonstrate swim ability (25 metres unassisted and five minutes treading water). This swim ability may be demonstrated to school supervisors at a swimming pool prior to the trip, in written form from a parent/guardian or at Camp on the first day of a visit.
4. Deep water swimming activities may require additional swimming qualifications
5. P.F.D.'s must be fitted and fastened properly during all boating activities.
6. Swim activities may take place in designated and demarcated swim areas only.
7. and NLS-certified supervisor (or equivalent) must be present at all swim activities. Sufficient additional supervisors with Bronze Medallion (or equivalent) must be present to a ration of 1:10. In addition, a school or group supervisor must be present.
8. There shall be no use of the waterfront for either boating or swimming before dawn or after sunset.
9. General recreational swimming shall involve a Dock checker, pool supervisors, lifeguards and swimmers who are all utilizing the Camp Tawingo Buddy System.
10. Fishing may take place on the main dock at times other than swim times provided that a group supervisor and Tawingo supervisor are both present. Fishers from the dock are not required to wear a PFD (provided they can swim and they have left their shoes on shore.) Spectators are asked to watch from shore.
11. Non-swimmers may not canoe or kayak. Alternate shore activities are arrange for them during a lesson. Non-swimmers may be delivered to outtrip sites of their groups by motorboat in the company of a Tawingo staff. No shoreline activities are permitted for them during their outtrip.
12. All waterfront policies apply on the outtrip.

TAWINGO CLOTHING AND EQUIPMENT LIST

BASIC ITEMS SPRING AND FALL	OTHER ITEMS FOR WINTER	NO GO ITEMS NOT NECESSARY
SHIRTS	HEAVY SOCKS	RADIOS, TAPE DECKS
SWEATERS	LONG UNDERWEAR	PORTABLE VIDEO GAMES
SOCKS	WIND SHELL & WINTER COAT	EXTRA FOOD
SHOES	WINTER PANTS (SKI PANTS/HEAVY PANTS)	KNIVES
PANTS	BOOTS (WITH LINERS)	VALUABLES & EXPENSIVE ITEMS
SLEEPING CLOTHES	MITTENS (NOT GLOVES)	
PERSONAL UNDERCLOTHES	HATS (TO COVER YOUR EARS)	
TOWELS AND TOILETRIES		
SLEEPING BAG/BEDDING	ADDITIONAL ITEMS OPTIONAL	
PILLOW	CAMERA AND FILM	
RAINWEAR (JACKET/PANTS/BOOTS)	PERSONAL SPORTS EQUIPMENT	
SUN HAT	FLASHLIGHT	
BATHING SUIT, SHORTS		
INSECT REPELLENT		

LABEL YOUR BELONGINGS OR THEY BECOME 'LOST AND FOUND'!
OCCASIONALLY ARTICLES ARE MISPLACED AT TAWINGO. IT IS HELPFUL IF ALL PERSONAL BELONGINGS ARE IDENTIFIABLE WITH A LEGIBLE NAME. IF AN ITEM IS LOST AT TAWINGO, PLEASE PROVIDE US WITH A CLEAR DESCRIPTION OF IT. IF THE MISSING ITEM IS FOUND, WE CAN SEND IT TO THE GROUP SUPERVISOR FOR A RETURN TO THE OWNER.

SOME PROGRAM ACTIVITY POSSIBILITIES

Select your Key Program Interests before you Contact Tawingo to discuss Program. Ask us about specific Curriculum Links between our programs and Ministry Guidelines for your Grade Levels.

COOKOUTS	MUSKOKA GEOLOGY NATURE	DEE YARD/ANIMAL TRACKS
HIKES	STREAM AND WATER STUDIES	RECREATIONAL TOBOGGANING
TENTS AND FIRE SKILLS	ECO-GAME ACTIVITIES	BROOMBALL
BASIC ORIENTEERING	ANIMAL SURVIVAL GAME	TOBOGGAN PHYSICS
INTERMEDIATE ORIENTEERING	CYCLES NATURE GAME	WINTER INITIATIVE GAMES
ORIENTEERING MEETS	CANOEING SKILLS	EVENING
PIONEER GAMES	RECREATIONAL SWIMMING	SOCIAL RECREATION CAMPFIRE
PIONEER SKILLS	GROUP INITIATIVE GAMES	PIONEER EVENING PROGRAM

SOME SCHEDULING AND PROGRAMMING NOTES

First Day:

Arrive and Settle Period
Tour of Tawingo
Large Group Orientation Activity
(Scavenger Hunt, Initiative Games, Wide Games)

Most Days:

1-2 activities in the morning
2 activities (1.5 hours each) in the afternoon

Some Days:

Large group activities (for variety)
Cookouts

Last Day:

Final large group activity
Options for Special Interests
Cabin Clean up
Departure Time

A PROGRAM ACTIVITY AND SCHEDULE CHECKLIST

The following items are on a typical schedule:

Date/Year of Visit:

Name of Group

Names of Supervisors

Number of Guests: Male:/Female:

Cabins Accommodation:

Number of Leaders: Male:/Female:

Cabin Accommodation:

Number of Activity Groups:

Number of Participants per Group:

Checklist for Teachers

Have you thought about these things?

1. Permission/Medical Forms
2. Cabin Groupings
3. Activity Groupings
4. Tablesetting Schedule
5. Staff Assignments
6. Allergy/Medical Notes
7. Birthdays at Camp
8. Student Handbook (optional)
9. Policies and Procedures
10. To Do List Sent to Camp (Numbers/Vital Info)

Main Program Activities (...who will lead each activity?...)

Toboggan Physics	Pond Studies
Animal Thick Studies	Eco Game Activities
Mountain Hike	Mountain Hike
Winter Campcraft Skills	Camp craft Skills
Snowshoeing	Canoeing I
Cross Country Skiing I	(Canoeing Ii
Cross Country Skiing II	Canoeing iii
Orienteering	Orienteering
initiative Games	Initiative Games
Survival Game	Survival Game
Pioneer Skills	Pioneer Skills
Craft Activity	Craft Activity
Scavenger Hunt	Scavenger Hunt

Evening Activities

Campfire	Native Evening
Skit Night	Pioneer Evening
Night Hikes	Night at the Races
Tawingo Stock Exchange	Nature Slide Shows